

Administration Committee

2006-09-13 09:45:00.0

or immediately following the 9:30 a.m. BATA Oversight Committee Meeting, whichever occurs later.

The Administration Committee considers matters relating to MTC administration, budget and agency contracts.

This agenda was updated 2006-08-25 10:14:25.0. It is accurate to the best of our knowledge at that time.

For assistance, please contact Kimberly Ward, kward@mtc.ca.gov, (510) 817-5967

This meeting will be [audiocast](#) on the MTC Web site during the meeting, and an [audio file](#) will be available for approximately one month after the meeting date.

Roll Call

1.

Action: Confirm Quorum

2. **Consent:**

Minutes - Meeting of July 12, 2006*

a) **Action:** Committee Approval

- [2a Minutes July 06 on letterhead.doc](#)

Contracts - Pavement Management Technical Assistance Program - Round 8*
(\$903,650)

b) **Presented by:** Sui Tan

Action: Committee Approval

- [2b PTAP 8 Tan.doc](#)

Janitorial Service: B & C Janitorial Services, Inc.* (\$85,000)

Presented by: Robert Hoffman

c)

Action: Committee Approval

- [2c B & C Janitorial Services Green.doc](#)

d) **Contract: Design and Production Services* (\$160,000)**

Presented by: Brenda Kahn

Action: Committee Approval

- [2d Design Admin rev 06-07.doc](#)

i. **Finger Design Associates, Oakland, CA**

ii. **Irene Nelson Design of Oakland, CA**

iii. **Patricia Bruning Design of Berkeley, CA**

iv. **Cuttriss & Hambleton of Berkeley, CA**

Resolution No. 3241, Revised - Reauthorization of MTC Investment Policy*

Presented by: Susan Woo

e) **Action:** Commission Approval

- [2e Invesment Policy 3241 Revised-swoo.doc](#)

- [2e Memo Invesmtent Reso 3241.doc](#)

Pavement Management Program Instruction / Guidance: Texas A&M Research Foundation*

f) **Presented by:** Sui Tan

Action: Committee Approval

- [2f Texas A&M S Tan.doc](#)

Resolution No. 3748, Revised - FY 2006-07 Overall Work Program (OWP)*

Presented by: Eva Sun

g) **Action:** Commission Approval

- [2g Memo Resolution 3748Revised.doc](#)

- [2g OWP Revised Resolution 3748.doc](#)

Resolution No. 1198, Revised - Revisions to MTC's Conflict of Interest Code*

Presented by: Francis Chin

h) **Action:** Commission Approval

- [2h Admin Cofl Res1198 11-02.doc](#)

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- [2h Res1198 MTC Conflict of Interest.doc](#)

Monthly Financial Statements*

i) **Presented by:** Eva Sun

Action: Receipt

June 2006

- i. • [2i i June Financials Sun.XLS](#)

July 2006

- ii. • [2i ii July Financials Sun.xls](#)
Investment Report for June and July 2006*

j) **Presented by:** Sue Woo

Action: Receipt

June 2006

- i. • [2j i MTC Investment report-june 06 -swoo.doc](#)

July 2006

- ii. • [2j ii MTC Investment report-july 06 -swoo.doc](#)

3. Contracts:

2006 Transit Passenger Demographics Survey: Godbe Research* (\$390,580)

Presented by: Vince Petrites

a)

Action: Committee Approval

- [3a Transit Passenger Demographic Survey Contract Award.doc](#)

Coordinated Public Transit Human Services Transportation Plan - Nelson Nygaard Consulting Associates* (\$250,000)

b) **Presented by:** Therese Knudsen

Action: Committee Approval

- [3b REVISED Coordinated Public Transit Human Services Plan_Knudsen.doc](#)

Resolution No. 3778 - PERS Contract Amendment to Implement 2.5% @ 55 Full Formula Retirement Benefit, Resolution No. 3775 - Employer Paid Member Contributions and Resolution No. 3776 - Employer Pick-up*

In July, the Commission approved a preliminary Resolution of Intention to amend MTC's contract with PERS to implement the 2.5% Full Formula Retirement Benefit (the current formula is 2% at 55), pending the outcome of an election by MTC PERS-eligible employees. The election will determine whether the employee approves or disapproves this benefit and the proposed employee share of its incremental cost. This report summarizes the steps remaining toward implementing this retirement benefit change, and seeks the

4. *Administration Committee's approval to proceed to forward Resolutions 3778, the PERS? amendment of MTC's contract and supporting Resolutions 3775 and 3776 to the Commission for adoption.*

Presented by: Virginia Dixon

Action: Commission Approval

- [4 RES-3772.doc](#)

- [4 Res 3778 - PERS 2.5% @ 55 Contract Amendment Green.doc](#)

FY 2006-07 Disadvantaged Business Enterprise (DBE) Program Changes and Annual Anticipated DBE Participation Level (AADPL) Report*

Staff report on changes to the Disadvantaged Business Enterprise Program.

Presented by: Teri Green

5.

Action: Receipt

- [5 FY 06-07 DBE Availability Report.Attach B.doc](#)

- [5 Memo FY 06-07 DBE Program Update and Annual DBE Availability Report.doc](#)

Business Meeting Expenses

6.

Presented by: Steve Heminger

Other Business/Public Comment

7.

Action: Information

8. **Adjournment / Next Meeting**

Next meeting

2006-10-04 09:45:00.0

(Please note date change)

Lawrence D. Dahms Auditorium

101 Eighth Street

Oakland, CA 94607

*Attachment sent to committee members, key staff and others as appropriate. Copies will be available at the meeting.

**All items on the agenda are subject to action and/or change by the Committee. Actions recommended by staff are Subject to change by the Committee.

***The MTC chair and vice-chair are ex-officio voting members of all standing committees. A quorum of this committee shall be a majority of its regular non-ex-officio voting members (5) +Non-Voting member.

Every member of the Commission who is not otherwise designated as a member of this committee is an ad hoc non-voting member. Although a quorum of the Commission may be in attendance at this meeting, the committee may take action only on those matters delegated to it. The committee may not take any action as the full Commission unless this meeting has been previously noticed as a Commission meeting.

The vote of an ex-officio member shall count to satisfy a committee quorum if there are not sufficient regular members of the Committee in attendance. In addition, an ad hoc non-voting committee member may be designated by the committee chairperson as a voting member for this particular committee meeting if an additional voting member is needed for a committee quorum.

Public Comment: The public is encouraged to comment on agenda items at committee meetings by completing a request-to-speak card (available from staff) and passing it to the committee secretary or chairperson. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

Record of Meeting: MTC meetings are tape-recorded. Copies of recordings are available at nominal charge, or recordings may be listened to at MTC offices by appointment. Audio casts are maintained on MTC's Web site for public review for at least one month.

Sign Language Interpreter or Reader: If requested three (3) working days in advance, sign language interpreter or reader will be provided; for information on getting written materials in alternate formats call 510/817-5757.

Transit Access to the MetroCenter: BART to Lake Merritt Station. AC Transit buses: #11 from Piedmont or Montclair; #59A from Montclair; #62 from East or West Oakland; #35X from

Alameda; #36X from Hayward.

Parking at the MetroCenter: Metered parking is available on the street. No public parking is provided at the MetroCenter. Spaces reserved for Commissioners are for the use of their stickered vehicles only; all other vehicles will be towed away.